



Job Description: Chief Operator-Wastewater

Salary Range: \$56,160 - \$83,200 Annually D.O.Q.

FSLA: NonExempt

SUMMARY OF POSITION

Supervises operation of plant, under general direction of Wastewater Superintendent. Performs duties of operations or maintenance supervisor in their absence. Supervises, instructs, and assigns specific duties to shift workers and sets work schedules. Reviews and evaluates work performance. Participates in training programs. Inspects plant and laboratory test results. Determines site and causes of any malfunctions. Orders, supervises, or participates in required adjustments or repairs. Maintains and evaluates operation situations. Communicates with Operations regarding plant conditions. Evaluates/reprimands personnel when applicable; Performs disciplinary measures when needed.

ORGANIZATIONAL RELATIONSHIPS

- 1 Reports to: Wastewater Superintendent.
2. Directs: This is a supervisory position.
3. Other: Has contact with other District employees and occasional contact with engineers, equipment representatives and the general public.

EXAMPLES OF WORK

Essential Duties

Ability and knowledge necessary to supervise operations; Knowledge of processes and equipment involved in wastewater treatment; Knowledge of state issued discharge permit; Ability to direct and evaluate operation of plant; Ability to supervise and train operators; Ability to maintain and evaluate records; Ability to perform operation and maintenance duties if required.

Other Important Duties

Knowledge of wastewater treatment system operations and equipment design criteria of wastewater systems; safety procedures and basic first aid; knowledge of wastewater laboratory tests and how to interpret the results.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Reasoning: Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions, in books, manuals, and mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Mathematical: Perform ordinary arithmetical, algebraic, and geometric procedures in standard, practical applications. Must be computer literate.

Working Conditions: Both inside and outside. Exposed to weather, fumes, odors, dust, and risk of bodily injury. Ability to prepare various operating reports, as required. Interpret technical manuals, drawings, specifications, blueprints and layouts.

Skill/Ability to: work under general supervision; follow oral or written instructions; perform precise work requiring exacting measurements, placement, removal, and/or correction; operate and maintain a variety of power and manual tools and equipment; tolerate outside working conditions, including exposure to adverse weather conditions; must be able to lift and maneuver 50 pounds; demonstrate proficiency in oral or written communication; establish and maintain effective working relationships with subordinates; maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

1. High school graduate/diploma equivalent (GED)
2. Eight to ten years' experience in operations

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities may also be accepted.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license; and Class A Wastewater Treatment Certification from the Texas Commission on Environmental Quality.

Applicant Signature

Superintendent Signature

Date